

BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY, DHANBAD

Proposed SOP for smooth conduction and Participation of Inter College & Inter University Tournaments

BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY, DHANBAD

Standard Operating Procedure (SOP) Participation of Students in Inter-College / Inter-University Sports and Youth Festivals

1. PURPOSE:

This Standard Operating Procedure (SOP) is prepared to ensure safe, transparent, and disciplined participation of students in Inter-College, Inter-University Sports Competitions, Youth Festivals, Cultural Events, and similar programs organized by the universities or institutions.

2. Scope

This SOP shall apply to:

- All selected students for participation in inter College/University Sports Tournament, Cultural Event, Literary Competition and Youth Festival Events.
- Team Managers, Coaches, Mentors / Accompanists and Coordinators
- University/College authorities also responsible for their student participation.

3. Objectives

The objectives of this SOP are:

- To ensure safety and accountability of participating students.
- To maintain proper documentation and consent procedures.
- To clarify responsibilities of Team Managers and participants.
- To establish financial transparency regarding emergency expenditure, consolation and Honorarium, Daily allowances (DA) assistance.
- To avoid disputes relating to travel, accommodation, accidents, or emergencies.

4. Responsibilities

4.1 University / College Authority shall:

- Approve participation of students.
- Nominate Team Manager(s)
- Arrange travel, accommodation, registration, and official communications through Team Managers.
- Maintain emergency contact records.
- Not responsible of Ensure insurance or major medical assistance facilities, wherever applicable.

4.2 Team Manager shall:

- Maintain discipline and attendance of students.
- Ensure students carry valid Aadhar card, Institute ID card and travel documents.
- Will arrange of travel ticket, but not responsible for confirmation before departure or before return. Students may arrange the same together.
- Maintain communication with university authorities and guardians during travel & Programme.
- Take necessary decisions during emergencies, accidents, or unforeseen situations. But if an accident occurs, the Team management or the University will not be held responsible for unavoidable situation.
- Maintain expenditure records for emergency or consolation support provided to students.

4.3 Participating Students shall:

- Follow instructions of the Team Manager and organizing authority.
- Maintain discipline and decorum.
- Submit all documents (two copies) and two copies photo on time.
- Submit required declarations and consent forms before departure.
- Inform the Team Manager immediately in case of illness, injury, or emergency.

5. Mandatory Student & Parents Declaration

Every participating student must submit a signed (Candidate & Parents both) declaration form before departure. The declaration shall include the following points:

Student and Parents Declaration

I..... parents of hereby solemnly declare/undertake/
accept the following regarding the participation of my ward in ((Event/Tournament)) for the
year / session..... that:

1. *I hereby request and affirm an oath about the practice and participation in the various opted events*
2. *I am voluntarily participating in the Inter-College / Inter-University Sports or Youth Festival event.*
3. *I shall abide by all rules, regulations, and instructions issued by the University/College and AIU, New Delhi or Team Managers.*

(Handwritten signatures and dates)

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BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY, DHANBAD

4. I understand that travel arrangements are subject to ticket availability and confirmation status. I agree to travel as per the arrangements finalized by the institutions or Team Managers.
5. I understand that during travel or participation, unforeseen incidents, accidents, illness, delays, or emergencies may occur. In this situation we will take responsibility and maintain discipline in this regard.
6. In case of emergency medical treatment, accident management, temporary accommodation, food, travel modification, or any urgent requirement, I authorize the Team Managers to take necessary decisions in my best interest. I will not file any motivated complaints against the Team Managers or management in the emergency or any situation.
7. I agree that any emergency expenditure, compensation assistance, consolation support, or immediate financial help provided by the Team Manager for the welfare of participating students shall be considered an official emergency/student welfare expenditure and may subsequently be adjusted or reimbursed as per institutional rules.
8. I understand that the institution shall not be held personally liable for unavoidable incidents beyond reasonable control such as railway delays, natural calamities, accidents, or other unforeseen circumstances.
9. I certify that I am physically and mentally fit to participate in the event.
10. I shall maintain discipline, dignity, and proper conduct throughout the tour/program.
11. I agree to be responsible for any kind of risks involved/associated with the event and University administration will not be responsible for any kind of mishap occurs during the event.
12. If anything happens otherwise by me, I will bow-down and accept whatever decision the management makes.
13. I also undertake that I have no objection whatsoever to any disciplinary action as decided and imposed by the University on my ward for non-compliance of Rules and Regulations of University / AIU, New Delhi/College & misbehavior with team managers and other officials deputed by the university for the event, which may even lead to the cancellation/suspension/termination from the University/College.

6. Parent/Guardian Consent -- shall declare that:

- I hereby grant my son/Daughter unconditional permission to participate.
- I understand travel-related risks, I have no-objection in this regard.
- I authorize the Team Manager to arrange emergency medical treatment if required. Team Manager is not responsible for the expenses that occurs in accidental medical ground (If there is large expenditure).

7. Travel and Ticket Guidelines

- Travel shall preferably be undertaken through confirmed tickets.
- In unavoidable circumstances, waitlisted/RAC travel may be permitted with prior approval.

Students must carry:

- College/University ID Card
- Aadhaar Card or valid Govt. identity proof
- Emergency contact details **And Parent Contact details.**

7.1 The Team Manager shall maintain:

- **Ticket copies**
- **Participant list**
- **Emergency contacts**
- **Accommodation details**
- **Medical kit**
- **Create a WhatsApp group of teams with administration for smooth communication.**

8. Accident and Emergency Management In case of accident, illness, or emergency

- Immediate medical assistance shall be arranged.
- Guardians and university authorities shall be informed promptly by the team managers.
- The Team Manager may utilize available funds or personally arrange temporary financial support for student welfare.
- All such expenditures shall be recorded with original bills/vouchers whenever possible.
- A brief incident report shall be submitted through e-mail immediately to the university & college.

9. Financial Guidelines:

- Constituent Colleges or Affiliated Colleges must remit 40% of the funds collected from the students at the time of admission or yearly fees for sports and cultural activities to the University every year during the months of September–October.
- If it is not possible to do so within the stipulated time, then all expenses related to the participation of students selected for East Zone or National Level events must be deposited with the University at least one month prior

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- Emergency expenditures made for student welfare during travel or participation shall be treated as official emergency support expenditure, but the University / College shall not be bound to take responsible for major emergency expenditure.
- The Team Manager with contingent shall spend Consolation money for selected students according to the prescribe rules and honorarium shall be paid to the contingent members, Coach or accompanists as per the financial rules approved by the University.

A. Expenditure statement
B. Supporting original bills and vouchers.
C. Incident note (if applicable)

- Leave the team without permission.
- Engage in misconduct, violence, intoxication, or indiscipline.
- Violate rules of the host institution and AIU, New Delhi.

- Disqualification,
- Disciplinary action,
- Recovery of damages/expenditure (if applicable).

- **Participation report,**
- **Attendance details,**
- **Achievement/performance report,**
- **Financial statement as well as Utilization of all expenditure within one month of completion of the event.**
- **Incident report (If any).**

This SOP is intended to safeguard the interests of students, Team Managers and institutions while ensuring smooth participation in inter-college and inter-university events. All stakeholders are expected to cooperate responsibly for successful conduct of the programme.

DR. JAYGOPAL MANDAL

DIRECTOR PROF-INCHARGE OF SPORTS, BBM KU, DHANBAD

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June 5
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